APPENDIX F

Operator Job Aids

APPENDIX F

OPERATOR JOB AIDS

F.1 Objective. This appendix provides quick-reference directions for performing SARSS tasks related to specific jobs in the SSA. These job aids can be used in several ways.

a. If you are new to SARSS1, you may wish to copy the job aids that apply to your duties and post them in your work area until you become more familiar with the tasks you must perform.

b. If you are an experienced operator, you may wish to post a copy of job aids for those tasks that you perform only occasionally. This will assist you in remembering the proper steps involved.

F.2 How to Use this Appendix. The job aids in this appendix are formatted to make it easy to find the help you need.

- First, locate the general title in the top center of the page. This defines the type of activity described on the page.

- Next, locate the label identifying a specific task in the upper left-hand corner of the page.

- Once you have located the specific task you need, find the portion of the task you wish to review by using the smaller labels on the left-hand side of the page.

- Most tasks are shown in tables with easy-to-follow steps. Follow the steps in order to accomplish the desired task.

SYSTEM ACCESS

Powering Up and Signing On

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Introduction

In order to access the SARSS1 computer and system software, you must first power-up the computer equipment and sign on. These steps can be accomplished at the file server (tower) or at a workstation.

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Before You Begin

Check your electrical power sources. If your equipment is connected to a surge suppressor, make sure it is plugged in and turned on.

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Procedure

Follow the steps in this table to power-up and sign on:

STEP	ACTION
	SARSS1 File Server (steps 1 through 7) SARSS1 Workstation (steps 8 through 16)
1	Turn on the uninterruptible power supply (UPS).
2	Turn on the printer, monitor and any other peripheral equipment.
3	Turn on the SARSS1 File Server (computer).
4	Wait for the SARSS1 (O) ajt01 log on screen.
5	Enter the User Name (ajt01) and click OK. (If the System displays a screen asking for a password, enter the password and click OK.)
6	At the SARSS1 Alert Screen, press the <Enter> to display the SARSS1 Sign On Screen.
7	At the SARSS1 Sign On Screen, enter your User ID, password, and press <Esc> to display the SARSS1 Master Menu. At this point, begin your SARSS1 processing.
8	Turn on the SARSS1 Workstation (computer).
9	Wait for the workstation to display the Begin Log On Screen.
10	Once this screen is displayed, press Ctrl, Alt, and Delete key to display the Logon Information Screen.
11	When this screen is displayed, enter your user name, password, and click OK, displaying the Window NT Screen.
12	Double click on the SARSS ICON, displaying Net Term.
13	If SARSS is displayed in the Upper Top Left Hand Corner, click on the phone ICON, displaying the Login prompt. (If SARSS is not displayed in the Upper Top Left Hand Corner, click on the File Index, click on SARSS and then click on connect displaying Logon.
14	At the Logon prompt, enter ajt?? (i.e., ajt02, ajt03, etc.) and press <Enter>, displaying the SARSS1 Alert Screen.
15	At the SARSS1 Alert Screen, press <Enter> to display the SARSS1 Sign On Screen.
16	At the SARSS1 Sign On Screen, enter your User ID, password, and press <Esc>, to display the SARSS1 Master Menu. At this point, begin your SARSS1 processing.

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SYSTEM ACCESS

Logging on to PDCD

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Introduction

MROC processing requires the use of portable data collection devices (PDCDs). Only authorized users can access the SARSS1 system using PDCDs. This job aid provides directions for logging on to a PDCD.

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Before You Begin

Be sure you know your assigned user ID and password.

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Procedure

Use the following steps to log on to a PDCD:

STEP	ACTION
1	Press the <I/O> key to turn on the PDCD.
2	When the log in screen appears, enter your user ID and press <Enter>.
3	Enter your password and press <Enter>. **Note:** As a security measure, the screen does not display passwords as they are typed.
4	When the PDCD Master Menu appears, begin processing.

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SYSTEM ACCESS

Unlocking a PDCD

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Introduction

There may be times when a PDCD locks up during use. If you are the user signed on when this occurs, you will be prevented from accessing the SARSS1 system through *any* PDCD until it is unlocked following proper procedures. This job aid describes the steps that must be taken to unlock a PDCD.

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Caution!

The first step in unlocking a PDCD is the cold boot. The steps involved in cold booting must be followed *exactly* or the SARSS application will be erased and will have to be reloaded. Once the cold boot has been performed, you may continue clearing the locked PDCD.

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Procedure: Cold Boot

Use the steps in the following table to perform a cold boot on a PDCD:

STEP	ACTION
1	Press the <I/O> key to turn the power off.
2	Press <F3>, <2> and <- on Num Loc> at the same time.
3	Press <2>.
4	Press <I/O> key to turn power on.
5	When the Boot Loader screen appears, press <Enter> and immediately move your finger to the <Esc> key.
6	As soon as you see *"0064K RAM Passe*d" in the middle of the screen, press <Esc>. **Be Alert!** This display moves very quickly, you only have about 5 seconds to press <Esc>.
7	Did the screen scroll momentarily and stop at the PDCD Log In screen? • If yes, the cold boot was successful. Go to step 8. • If no, the cold boot was unsuccessful. Notify your supervisor.
8	After a successful cold boot, clear the PDCD at a workstation using the **CLRPDCD** command.

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Unlocking a PDCD
(continued)

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Procedure: Clear PDCD   Follow these steps to complete the unlocking of a PDCD:

STEP	ACTION
1	After the PDCD has been successfully cold booted, go to a workstation.
2	Enter **CLRPDCD** on the action line.
3	Enter the ID of the user who was logged on to the PDCD when it locked up.
4	Enter a comment explaining how the PDCD locked up. Examples: "Failed to press <Esc> before pressing<I/O>. Or "Scanned pickup items before customer arrived."
5	Press <F4> to unlock.
6	Log on to PDCD and resume processing.

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PDCD Unlocked History   The system maintains a record of each time a PDCD has to be unlocked. This information can be reviewed from the CLRPDCD screen.

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FILLING CUSTOMER REQUESTS

Materiel Release Orders (MROs)
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Introduction   When a customer request has been processed, SARSS1 generates a materiel release order (MRO). This document is used to direct both stock picking and issuing of stock to customers.
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Before You Begin   When MROs are generated, the process sends them to a holding file to await printing or output to a PDCD.

- If your SSA uses PDCDs, you will need a list of user IDs for personnel who will be assigned to pick stock.

- If your activity uses printed MROs, go to QSEL and place the MRO Queue on line.
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Procedure: Assigning MROs to PDCD

Use the steps in this table to assign MROs to a PDCD:

STEP	ACTION
1	Enter **MROC** on the action line and select the _"MRO Management"_ option.
2	Select _"Assign MROs to Picker"_ and press <Esc>.
3	Do you wish to view unassigned MROs? • If no, go to step 5. • If yes, enter selection criteria (DODAAC, priority, etc.) and press <F5>. **Note:** To view ALL unassigned MROs, enter priority 15 and press <F5>.
4	After viewing unassigned MROs, press <F1> to return to the assignment screen.
5	Enter user ID for stock picker.
6	Enter desired selection criteria and press <F7>.
7	Do you wish to review the assignments? • If yes, go to step 8. • If no, go to step 9.
8	Enter the user ID (or other criteria) and press <F4>.
9	Press <F3> to quit.

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Materiel Release Orders (MROs)
(continued)

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Procedure: Printing MROs   Use the steps in this table to print MROs:

STEP	ACTION
1	Enter **MROC** on the action line.
2	Select the *"MRO Management"* option.
3	Select *"Print MRO."*
4	Enter specific DODAAC or ALL (or Project Code).
5	Enter printer number and press <Esc>.
6	If MROs do not begin to print, go to **QSEL** and place the MRO Queue on line.

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FILLING CUSTOMER REQUESTS

Picking Stock
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Introduction   After MROs have been assigned to stock pickers, it is their responsibility to go to the warehouse to pick the item(s) requested and place the stock in the customer's bin for pickup or shipment.
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Before You Begin   If you are using MROC equipment, attach a Hip printer to your PDCD before you begin picking stock.
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Procedure: MROC   Use the following steps to pick stock using a PDCD:

STEP	ACTION
1	Log on to the PDCD and select the _Stock Picking_ option.
2	Go to the location displayed and scan the bin label.
3	Did the label scan successfully? • If yes, go to step 4. • If no, press <F1> and enter the data using the keypad.
4	Can you pick the full quantity displayed? • If yes, press <Enter>. The Hip printer will print an MRO. Go to step 6. • If no, enter the quantity picked, and go to step 5.
5	Is an additional location for that stock number displayed? ! If yes, repeat steps 2 through 5 until you have picked the full quantity or there are no more locations. ! If no, the Hip printer will print an MRO. Go to step 6.
6	Place the MRO with the stock.
7	Repeat steps 2 through 6 until the PDCD displays the _"No Items to be Picked"_ message.
8	Place the picked items and MROs in customer bins.

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Picking Stock
(continued)

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Procedure: Manual   Use the following table to pick stock using printed MROs:

STEP	ACTION
1	Go to the first location listed on the MRO.
2	Can you pick the full quantity printed on the MRO? • If yes, go to step 5. • If no, go to step 3.
3	Are there other locations listed on the MRO? • If yes, go to step 4. • If no, go to step 5.
4	Go to the other location(s) and continue picking until you have the full quantity or there are no more locations.
5	Write the quantity picked beside *"Qty Issued"* and the quantity denied (if any) beside *"Qty Denied."*
6	Date and sign the MRO and place it with the stock.
7	Repeat steps 1 through 6 until all MROs have been picked.
8	Place the picked items and MROs in customer bins.

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ISSUING STOCK TO THE CUSTOMER

Shipping to Customers

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Introduction

Under ordinary circumstances, you will use the PDCD to verify issue of items to customers. However, when your MROC equipment is not functioning, it may be necessary to use manual procedures for verifying that stock has been shipped to the customer. This job aid provides the steps you should follow in either case when preparing stock for shipment to a customer.

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Before You Begin

The customer's request has been processed and an MRO produced. The stock was picked and placed along with a copy of the MRO in the customer's bin.

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Procedure: MROC

Use the steps in this table to prepare items for shipment:

STEP	ACTION
1	Scan the items being shipped.
2	Verify quantities of items to be shipped.
3	Is the full quantity available for shipment? • If yes, press <Enter>. • If no, enter the quantity shipped and press <Enter>.
4	Are you issuing serial numbered items? • If yes, write the serial numbers on the MRO for input later. • If no, go to step 5.
5	Go to **WOM** and select *"Documentation."*
6	Select *"Shipping List"* and enter printer number.
7	If list does not begin printing, go to **QSEL** and place the Letter-Size Forms Queue on line.
8	Follow local SOP for distribution of the shipping list.

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Shipping to Customers
(continued)

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Procedure: Manual

To prepare stock for shipping, follow the steps in this table:

STEP	ACTION
1	Go to **WOM** and select *"Manual Shipping."*
2	Select *"Create Verification Shipping List."*
3	After filling in *Ship To* DODAAC, print the Shipping List.
4	Using the list, verify the items to be shipped.
5	Are you issuing <u>serial numbered items</u>? • If yes, write the serial numbers on the list for input later. • If no, go directly to step 6.
6	Go to **WOM** and select *"Manual Shipping."*
7	Select *"Verify Shipment"* and enter customer DODAAC.
8	Was the <u>full quantity</u> issued? • If yes, enter 0 (zero). • If no, enter the quantity denied.
9	Go to **WOM** and select *"Documentation."*
10	Select *"Shipping List"* and enter printer number.
11	If list does not begin printing, go to **QSEL** and put the Letter Size Forms Queue on line.
12	Follow local SOP for distribution of the Shipping List.

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Confirmations and Denials

In cases where an issue has been denied or items requiring confirmation have been released, additional steps are required to close out the record. In most SSAs this procedure is handled by authorized stock control personnel using the **MRC** and **DIC** commands.

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ISSUING STOCK TO THE CUSTOMER

Customer Pickup
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Introduction

Under ordinary circumstances, you will use the PDCD to verify issue of items to customers. However, when your MROC equipment is not functioning, it may be necessary to use manual procedures for verifying that the customer has picked up stock. This job aid provides the steps you should follow in either case when a customer arrives for pickup.
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Before You Begin

The customer's request has been processed and an MRO produced. The stock was picked and placed along with a copy of the MRO in the customer's bin.
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Caution

Do not scan items in the customer bins until the customer arrives for pickup. Attempting to scan items ahead of time will increase the risk of errors in processing.
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Procedure: MROC

When the customer arrives, follow the steps in this table:

STEP	ACTION
1	Scan the customer's ID card.
2	Scan the customer's bin label.
3	Scan each MRO and verify quantities with customer.
4	Was the <u>full quantity</u> issued? • If yes, press <Enter>. • If no, enter the quantity issued and press <Enter>.
5	Go to **WOM** and select _"Documentation."_
6	Are you issuing <u>serial numbered items</u>? • If yes, enter the serial numbers now. • If no, go to step 7.
7	Select _"Issue List"_ and print it.
8	Have the customer sign the Issue List.
9	Follow local SOP for distribution of the Issue List.

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continued on next page

Customer Pickup
(continued)

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Procedure: Manual

When the customer arrives, follow the steps in this table:

STEP	ACTION
1	Go to **WOM** and select *"Manual Customer Pickup."*
2	Select *"Create Customer List For Verification."*
3	After filling in customer DODAAC and printer number, print the Pickup List.
4	Verify the items in the bin with the customer.
5	Are you issuing <u>serial numbered items</u>? • If yes, write the serial numbers on the list for input later. • If no, go directly to step 6.
6	Go to **WOM** and select *"Manual Customer Pickup."*
7	Select *"Verify Customer Pickup List"* and enter customer ID, Control Number, and DODAAC.
8	Was the <u>full quantity</u> issued? • If yes, enter 0 (zero). • If no, enter the quantity denied.
9	Go to **WOM** and select *"Documentation."*
10	Select *"Issue List"* and print it.
11	Have customer sign the Issue List.
12	Follow local SOP for distribution of the Issue List.

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Confirmations and Denials

In cases where an issue has been denied or items requiring confirmation have been released, additional steps are required to close out the record. In most SSAs this procedure is handled by authorized stock control personnel using the **MRC** and **DIC** commands.

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INVENTORY PROCEDURES

Starting an Inventory

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Introduction

Inventory procedures in a storage facility are determined by regulation as well as by the SARSS system. In some cases, the process will automatically place items under inventory; in others, you will place items under inventory to meet regulatory and operational requirements.

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Before You Begin

Decide whether you will output the count control documents to PDCD or to a printer. Ensure that you have a list of user IDs for the personnel who will conduct the inventory.

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Procedure: MROC

Use the following table to start an inventory using PDCD:

STEP	ACTION
1	Decide whether you wish to start an inventory by: • Stock number (**SISN**). • Location (**SILC**). • Sensitive/serial numbered items (**SISI**).
2	Enter the appropriate command on the action line and follow the screen prompts to start the inventory.
3	After the inventory has been started, go to **CCD**.
4	Check the 3 categories at the top of the screen to determine what types of items can be assigned to a count control document.
5	Select the type of item(s) you wish to inventory by placing **X** beside your choice.
6	Go to **ISM** and select the CCD you wish to assign.
7	Press <F1> to assign the count to a counter.
8	Enter the counter's user ID and an X to output to PDCD.
9	Follow screen prompts to limit locations and ranges assigned.

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Starting an Inventory
(continued)

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Procedure: Manual   Use this table to start a manual inventory:

STEP	ACTION
1	Decide whether you wish to start an inventory by: • Stock number (**SISN**). • Location (**SILC**). • Sensitive/serial numbered items (**SISI**).
2	Enter the appropriate command on the action line and follow the screen prompts to start the inventory.
3	After the inventory has been started, go to **CCD**.
4	Check the 3 categories at the top of the screen to determine what types of items can be assigned to a count control document.
5	Select the type of item(s) you wish to inventory.
6	Go to **ISM** and select the CCD you wish to print.
7	Press <F1> to print and assign the count.
8	Enter the counter's user ID and a printer number.
9	Follow screen prompts to limit locations and ranges assigned.
10	Print the CCD and give it to the assigned counter.

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Reviewing Inventory Progress   If you wish to review current inventories in progress, you may use the Detailed CCD Review (**DCCR**) command. This will display the current CCDs, the type of output, and the IDs of the assigned counters. This command also allows reassignment of counts and reprinting of CCDs.

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INVENTORY PROCEDURES

Conducting an Inventory

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Introduction

To maintain accurate records of current stock on hand, it is necessary to conduct periodic inventories. When an inventory is initiated, it is assigned to warehouse personnel for counting. The following tables contain directions for conducting the actual inventory count.

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Procedure: MROC Radio Frequency (RF)

Use the steps in the following table to conduct an inventory count using PDCD:

STEP	ACTION
1	Log on to a PDCD and select the Inventory procedure.
2	Go to the displayed location and scan the bin label.
3	Did the label scan successfully? • If yes, go to step 5. • If no, press <F3> to verify manually.
4	Does the data on the screen match the items in the bin? • If yes, enter Y and go to step 5. • If no, enter N and go to step 6. **Note:** If you wish to enter a count for a location not displayed, press <F1> and enter the location data manually.
5	Count the items in that location and enter the quantity counted.
6	When the PDCD displays the next location, repeat steps 2 through 6 until _"End of Data"_ message appears.
7	Press <F5> to exit the process.

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Conducting an Inventory
(continued)

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Procedure: MROC Store & Forward   Use the steps in the following table to conduct an inventory count using MROC Store & Forward procedures:

STEP	ACTION
1	Has your supervisor already transferred the inventory files to your PDCD? • If yes, go to step 9. • If no, go to step 2.
2	At the workstation with the PDCD docking station attached, go to the **MROC** menu.
3	Select the *"Store & Forward Selection*s" option.
4	Select the *"Transfer to PDC*D" option.
5	Enter your user ID, select the correct COM PORT, place an **X** beside Inventory, and press <Esc>.
6	Log on to a PDCD and select the *"Receive"* option.
7	Place the PDCD in the docking station.
8	On the workstation, press <Esc>.
9	When the files have been transferred, select *"Inventory*" on the PDCD.
10	Go to the displayed location and scan the bin label.
11	Did the label scan successfully? • If yes, go to step 13. • If no, press <F3> to verify manually and go to step 12.
12	Does the data on the screen match the items in the bin? • If yes, enter Y and go to step 13. • If no, enter N and go to step 14. **Note:** If you wish to enter a count for a location not displayed, press <F1> and enter the location data manually.
13	Count the items in that location and enter the quantity counted.
14	When the PDCD displays the next location, repeat steps 10 through 14 until "End of Data" message appears.
15	Press <F5> on the PDCD to exit the process.
16	Do you wish to transfer the Inventory count to the system for processing? • If yes, go to step 17. • If no, you are finished and can continue with your other duties.
17	At the workstation with the docking station attached, go to the **MROC** menu.
18	Select the *"Store & Forward Selection*s" option.
19	Select the *"Receive from PDC*D" option.
20	Select the correct COM PORT and press <Esc>.
21	On the PDCD select the *"Transfe*r" option.
22	Place the PDCD in the docking station.
23	On the workstation, press <Esc>.
24	Did the workstation screen display a message indicating that the files have been processed? • If yes, this process is complete. • If no, you must recover the files to complete this process (See appendix G).

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Conducting an Inventory
(continued)

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Procedure: Manual

Use the following table to conduct a manual inventory using a CCD:

STEP	ACTION
1	Go to the first location listed on the CCD.
2	Do the stock number on the CCD and the item(s) in the bin match? • If yes, go to step 3. • If no, enter a quantity of 0 for that location and write the stock number found in the location on the CCD to notify your supervisor that location maintenance is required. Then go to step 4.
3	Count the items in the location and write the quantity counted on the CCD.
4	Go to the next location listed on the CCD.
5	Repeat steps 2 through 5 until all locations listed on the CCD have been counted and recorded.
6	Sign the CCD and return it to your supervisor.

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Subsequent Counts

In some cases, the first inventory count may not match the quantity on the ABF. If this occurs, SARSS1 will automatically output another CCD for a subsequent count. Each secondary count should be assigned to a different counter. The process will continue to produce CCDs and the items included will remain under inventory until a count matches the ABF or the previous count.

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INVENTORY PROCEDURES

Posting an Inventory

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Introduction

Once a manual inventory count has been completed, it is necessary to post the counts to the SARSS1 system to update your ABF Records. Inventories conducted with PDCDs transmit the count data to the system as the count progresses, so it is not necessary to manually post them. When a count does not match the ABF quantity or the previous count, it will be necessary to conduct additional counts.

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Before You Begin

Ensure that the count control document (CCD) has been completed correctly.

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Procedure: Posting

Use the following table to post a manual inventory:

STEP	ACTION
1	Enter **PIC** on the action line.
2	Enter the last four digits of the CCD.
3	Enter the count information for each item.
4	To see if another count is required, enter **ISM** on the action line.
5	Is the CCD number listed on the ISM screen? • If no, go to step 9. • If yes, select the CCD number and press <F1> to assign to a new counter.
6	Enter new counter's user ID and a printer number.
7	Print the CCD and give it to the new counter.
8	When the subsequent count is complete, repeat steps 1-5 until the CCD number does not appear on the ISM screen.
9	Inventory is complete; follow local SOP for distribution of the CCD.

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INVENTORY PROCEDURES

Conducting a Location Survey/Accuracy

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Introduction

Before starting an inventory, it is recommended that you perform a Location Survey or Location Accuracy to ensure that locations recorded on the ABF are accurate. Both of these procedures are performed in the same way and both generate similar reports, allowing you to correct any problems detected prior to beginning an inventory.

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Before You Begin

Determine whether you need information on a specific range of locations or whether you need a random check of locations throughout the warehouse.

- For information on a particular range of locations, use the Location Survey Process.

- For a random check of locations, use the Location Accuracy Process.

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Procedure: MROC

Use the following table to conduct a Location Survey or Location Accuracy with a PDCD:

STEP	ACTION
1	Log on to the PDCD and enter the number for Location Survey or Location Accuracy.
2	Following your supervisor's directions, go to an assigned location.
3	Scan the bin label and verify that the item(s) in that location match the information on the bin label (if they do not match, notify your supervisor).
4	Did the label scan successfully? • If yes, go to step 5. • If no, press <Enter> and enter the data using the keypad.
5	Repeat steps 2 through 5 until you have finished all assigned locations.
6	Press <F1> to exit the process.

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Conducting a Location Survey/Accuracy
(continued)

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**Location Survey/Accuracy
Exceptions Report**

Completion of either of these processes using PDCD automatically produces a report listing all exceptions (mismatches) found. Review this report to determine whether location maintenance is necessary before you begin an inventory.

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Procedure: Manual

Location Accuracy: There is no output produced for a manual Location Accuracy. Follow your local SOP regarding this procedure if conducted manually.

Location Survey: Use the following table to conduct a manual Location Survey:

STEP	ACTION
1	To produce a printed Location Survey Report, enter **LIST** on the action line and select the _Location Survey (Print)_ option.
2	Enter the range of locations assigned by your supervisor.
3	Go to **RSEL** and select _Location Survey Report_.
4	If the printout does not begin, go to **QSEL** and place the Letter-Size Forms Queue on line.
5	Go to each location on the list and verify the contents of that location.
6	In the Remarks column on the list, note any discrepancies you find.
7	When you finish checking the listed locations, return the list to your supervisor.

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Location Maintenance

Personnel who are responsible for maintaining the accuracy of locations will review the Location Survey List and take actions necessary to ensure that an accurate record of locations for each stocked item is maintained. Changes, additions, and deletions of locations can be accomplished using the **LOC** menu.

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TEMPORARY LOANS

Processing a Temporary Loan

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Introduction

Customers may borrow equipment when they have only a temporary requirement for the item(s). SARSS1 allows you to process a loan request and the return of loaned items. Special commands are used for these types of transactions.

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Procedure: Request for Temporary Loan

Use the following steps to process a customer request for a loan:

STEP	ACTION
1	Enter **ITIU** on the action line and select *"Process Temporary Loan."*
2	Enter the data as it appears on the customer's request.
3	You must enter a date the item is to be returned.
4	Have you already given the item(s) to the customer? • If yes, place **X** beside *"Post Post Loan."* • If no, go to step 5.
5	Press <Esc> to complete the request entry.

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Procedure: Change Date of Return

If a customer needs to keep loaned items beyond the originally established date of return, follow the steps in this table to change the date of return:

STEP	ACTION
1	Enter **ITIU** on the action line.
2	Select *"Change Date of Return."*
3	Enter the new date of return and press <Esc>.

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Processing a Temporary Loan
(continued)

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Return of Loaned Items

Customers will return items when they have finished using them. Prior to processing the returned items, check with your supervisor and find out the percentage of the item's full price that should be charged for the loan.

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Procedure: Return - Partial Quantity

If a customer returns only a part of the quantity loaned, use the following steps to process the partial return:

STEP	ACTION
1	Enter **D6N** on the action line and enter the document number.
2	Enter the quantity returned, change the Condition Code if necessary, and press <Esc>.
3	Bypass the prompt regarding assets that are not being returned, and press <Esc> again.
4	Enter the percentage of the full price that you have been instructed to charge the customer for use of the item(s).
5	Press <Esc> to return to a blank entry screen.
6	Is the customer keeping the remaining quantity? • If no, process is complete; no further entries required. • If yes, enter the original document number and press <Esc>.
7	Make any changes necessary and press <Esc>.
8	Enter **Y** in the field at the bottom of the screen to indicate that the customer is keeping the quantity displayed, and press <Esc>.
9	Enter a new date in the document number to allow the system to issue the item(s) to the customer.
10	Press <Esc> to complete the process.

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Processing a Temporary Loan
(continued)

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Procedure: Return – Full Quantity   When a customer returns the full quantity borrowed, use the steps in the following table to process the receipt:

STEP	ACTION
1	Enter **D6N** on the action line and enter the document number.
2	Review the loan record as displayed, make changes if necessary, and then press <Esc>.
3	Bypass the prompt regarding assets that are not being returned, and press <Esc> again.
4	Enter the percentage of the full price that you have been instructed to charge the customer for use of the item(s).
5	Press <Esc> to complete the receipt.

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Procedure: Customer Keeps Full Quantity   When a customer decides to keep the items that have been loaned, you must let the SARSS1 system know that the items are no longer on loan, but have been issued to the customer. To accomplish this, follow these steps:

STEP	ACTION
1	Enter **D6N** on the action line and enter the document number.
2	Verify the information on the screen and press <Esc>.
3	Enter **Y** to indicate that the assets are not being returned, and press <Esc>.
4	Enter a new date in the document number to allow the system to issue the item(s) to the customer.
5	Press <Esc> to complete the process.

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TOTAL PACKAGE FIELDING

Processing Total Package Fielding Receipts

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Introduction	When a new end item such as a weapon system is first fielded, you will receive a diskette containing the stock number for the new item as well as all of its related repair parts and documentation. This diskette may come prior to receipt of the items themselves, but often repair parts and the diskette come packaged together. The information on the diskette is essential to create the necessary records on the Catalog and Activity Files.

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Alert!	It is important to process the diskette BEFORE you attempt to process any receipts related to the package.

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Before You Begin	Ensure that you have identified the diskette as a total package fielding diskette: It will have a TPF file ID assigned by the U.S. Army Materiel Command (AMC). If the file ID is not on the diskette, it will be found in the documentation provided by AMC. You must have this file ID in order to process the package.

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Procedure: Diskette Processing	These steps must be performed at a file server to process a TPF transaction:

STEP	ACTION
1	Enter **TPF** on the action line and press <Esc>.
2	Insert the TPF diskette in the file server.
3	Enter the TPF file ID, and press <Esc>. The system builds the necessary records on the SARSS1 Master Files.
4	Remove the diskette when prompted.

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Procedure: Receipt Processing	To process TPF receipts, either scan the receipt documents with a PDCD or enter **D6S** on the action line to process the receipts at a workstation.

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AUTOMATED MANIFEST SYSTEM (AMS)

Processing AMS Receipts from Wholesale

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Introduction	When you receive multi-pack shipments with optical laser cards attached, you can use the Automated Manifest System to facilitate processing of the receipts. The laser card can be read into the system creating receipt records. These records are then processed individually using PDCD or workstation keyboard, or in special circumstances they can be batch processed automatically.

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Before You Begin	Check the setting on the SSCP screen. If the *AMS Batch Receipts* setting is N, you may input the laser card data, but must process each included TCN using PDCD or workstation keyboard. If the *AMS Batch Receipts* setting is Y, and you have an AMS terminal assigned, you may process receipts using the AMS Batch Receipts Process.

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Procedure: Inputting AMS Laser Card	Begin AMS processing by inputting the laser card using the steps in the following table:

STEP	ACTION
1	Go to the AMS workstation (with the AMS optical laser card reader attached).
2	Enter **AMSIN** on the action line and press <Esc>.
3	When prompted, insert the optical laser card into the card reader and press <Enter>.
4	Is the AMS Batch Receipts switch set to Y or N? • If Y, go to step 5. • If N, press <Esc> when prompted to return to the previous menu.
5	Do you want to process these receipts Now or Later? **Caution!** If you choose Now, you cannot make any adjustments or corrections. Receipts will be processed as indicated on the laser card. • If Now, enter **N** and follow screen prompts. • If Later, go to step 6.
6	Enter **L**, and process receipts later using the steps in one of the following tables.

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continued on next page

Processing AMS Receipts from Wholesale
(continued)

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**Procedure: Processing
AMS Receipts
(AMS Batch Receipts = Y)**

Use the steps in the following table to process AMS Batch Receipts:

STEP	ACTION
1	Do you want to process receipts in the batch mode? • If **yes**, go to step 2. • If **no**, go to the table on the next page.
2	Enter **AMSREC** on the action line and press <Esc>. **Are you sure?** AMSREC does <u>not</u> allow corrections of any kind (Condition Code, quantity, etc.). Use this option with care and only when directed.
3	Do you want to process individual GBL/TCNs or all transactions in the AMS File? • If you wish to process selected transactions, enter the GBL/TCN and printer number, and press <Esc>. • ! If you wish to process all transactions, enter **ALL**, the printer number, and press <Esc>.
4	Open the container(s) and distribute stock using MROs and/or Location Bin Tickets produced.

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**Procedure: Processing
AMS Receipts
(AMS Batch Receipts = N)**

Use the steps in the following table to process AMS receipts after the laser card has been read into the system:

STEP	ACTION
1	Open the package or container and check individual receipt documents included.
2	Process each included receipt using PDCD or workstation keyboard.
3	Distribute stock using MROs and/or Location Bin Tickets produced.
4	After processing receipts, go to **QAMS**, enter the desired selection criteria, and press <Esc>.
5	Does the screen list any unprocessed receipts for this GBL/TCN? • If no, processing of this GBL/TCN is complete. • If yes, go to step 6.
6	When you are sure no receipts were overlooked, go to **UPAMS** and print a list of the unprocessed AMS transactions.
7	Since the listed document numbers are considered missing, go to **DISCAMS** and enter each listed document number. This will produce a report of discrepancy (ROD).
8	Go to **RSEL** and select *"Report of Discrepancy"* to print the ROD.

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OPERATIONAL READINESS FLOAT
(ORF)

Issuing ORF Items

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Introduction

When mission-essential items are turned in to maintenance and repair cannot be accomplished in a timely fashion, the customer may submit a request for an operational readiness float (ORF) replacement. In most cases, the item has already been provided to the customer by maintenance.

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Before You Begin

Check to be sure that your ABF reflects an on-hand balance for the requested ORF item. Once you have verified the location of the item, use the Post-Post Issue command to process the ORF request.

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Procedure: Inputting the Request

Use the information provided by the customer to input the request using the following steps:

STEP	ACTION
1	Enter **ISSP** on the action line and press <Esc>.
2	Fill in the information as provided on the customer's paperwork.
3	Enter **ORF** in the *Project Code* field.
4	Does the requested item require serial number tracking? • If yes, enter the serial number of the item when the Serial Number Entry screen appears and press <Esc> to complete processing. • If no, press <Esc> to complete processing.

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**OPERATIONAL READINESS FLOAT
(ORF)**

Processing ORF Turn-ins

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Introduction

If ORF items are returned, you will receive paperwork to process the turn-in. In most cases, these items will be physically returned to maintenance where they will be inspected and assigned an appropriate Condition Code.

Note: Specific procedures may vary based on your SSA's established relationship with maintenance.

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Before You Begin

Ensure that the ORF item has been returned and that any paperwork you have been given to process is complete and accurate.

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Procedure: Processing the ORF Turn-In

Use the steps listed below to process an ORF turn-in:

STEP	ACTION
1	Enter **D6A** on the action line and press <Esc>.
2	Follow the screen prompts, entering information as provided on the customer's paperwork.
3	Place an **X** beside _"All Other Return_s."
4	Enter **ORF** in the _Project Code_ field.
5	Does the requested item require serial number tracking? • If yes, enter the serial number of the item when the Serial Number Entry screen appears and press <Esc> to complete processing. • If no, press <Esc> to complete processing.

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